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This is a revised edition of the original document, "An Annotated Bibliography of Career Information for Prospective Professionals in Education," including a title and content revision and updating. The material has been taken from many public information sources. Descriptive annotations are those of the authors plus those which were included in the information sources. A principal source of material is "The Chronicle of Higher Education." Topics covered include job search techniques, career information, directories and guides, and hiring and job policies and practices. Although general career guidance information is listed, much of the bibliography is geared toward professional careers in colleges and universities. (KC)

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AN ANNOTATED BIBLIOGRAPHY OF CAREER INFORMATION

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FOREWORD

This is a revised edition of the original document "An Annotated Bibliography of Career Information For Prospective Professionals in Education", including a title and content revision, and updating.

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JOB SEARCH TECHNIQUES

Aside From Teaching English, What in the World Can You Do? Dorothy K. Bestor. University of Washington Press. 1976.

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The Closing System of Academic Employment. Cameron Fincher, W. Todd Furniss, James R. Mingle, and David S. Spence. Southern Regional Education Board, 130 Sixth Street, NW, Atlanta, GA 30313. Suggests institutional responses, non-academic job opportunities, and statewide program reviews to deal with the projected surplus of PhD's in the South in the 1980s.

College Placement and Exemption. Available from College Board Publications Orders, Box 2815, Princeton, NJ 08540 for $6.95 (hardcover), or $4.95 (paperback).

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College Student Personnel Work. Secretary-Treasurer, COSPA, Council of Student Personnel Association in Higher Education, Scott Hall 216, Northwestern University, Evanston, IL 60201.

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Current Career and Occupational Literature: 1973-1977. Leonard H. Goodman. H. W. Wilson Co., 950 University Ave., Bronx, NY 10452. $10. Contains about 2,400 references, including job information, techniques for job-hunting, counseling, financial aid, and work abroad.

Developing a Professional Vita or Resume. Garrett Park Press, Garrett Park, MD 20766, 1978. This book was prepared for the professional person who frequently needs a detailed summary of educational, employment, and other qualifications. It tells how to collect and maintain basic vita materials, how to select and present information, and how to update a qualification file.

Educational Media Yearbook, 1978. Edited by James W. Brown. R. R. Bowker Co., 1180 Avenue of the Americas, New York, NY 10036. $25. Includes a section "The Year in Review", a directory of print and non-print media, and a guide to organizations, educational programs, funding sources.

Equal Employment Opportunity for Minority Group College Graduates: Locating, Recruiting, Employing. Robert Calvert, Jr. Garrett Park, Maryland: Garrett Park Press, 1974. 248 pp. A complete guide to recruitment of Black, Spanish-speaking, American Indian, and Asian American college graduates. Cites sources, useful media, minority organizations, and includes suggestions for appraising and employing minority graduates.

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The Hidden Job Market. Tom Jackson and Davidyne Mayleas. Times Books, Division of the New York Times Co., 3 Park Avenue, New York, NY 10016, 1978.

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How To Make A Habit Of Success. Bernard Haldane. Acropolis Books, 2400 17th Street, NW, Washington, DC 20009, 1975.

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How To Teach School And Make A Living At The Same Time. Patrick H. Crowe. Sheed, Andrews and McMeel, Inc., 6700 Squibb Road, Mission, KS 66202, 1978.

How To Write Better Resumes. Barron's Educational Series, Inc., 113 Crossways Park Drive, Woodbury, NY 11797, 1975. $3.75. A basic approach to writing a resume tailored to meet individual needs. Sample resumes for each writing approach are included, i.e., chronological, functional, analytical, creative, and synopsis vs. amplified with 50 sample resumes by career. Includes a discussion of job lead sources; offers tips on how to handle the cover letter, the interview, the follow-up, and the possible employment tests. Appendix lists job requirements, employment outlook, and salaries.

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Job Hunting for the College Graduate. John D. Erdlen and Donald H. Sweet. D. C. Heath, 125 Spring Street, Lexington, MA 02173. $5.95. From two personnel executives, advice about the employment process, resumes, and interviews.

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Resumes For Better Jobs. Brennan, Strand and Gruber. Simon and Schuster, 1973. Examples of resumes for various types of positions.

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The ABC's of Teaching in Elementary School. American Association of Elementary, Kindergarten, Nursery Educators, 1201 16th Street, NW, Washington DC 20036.

Academia in Transition: Mid-Career Change or Early Retirement. Carl V. Patton. Abt Books, 55 Wheeler Street, Cambridge, MA 02138. $19.50.

Be A Black Librarian. American Library Association, 50 East Huron Street, Chicago, IL 60611. Free. Booklet.

Better Information for Student Choice. Elaine H. El-Khawas. American Association for Higher Education, One Dupont Circle, Washington, DC 20036. $4 for members, $6 for non-members. Presents a dozen recommendations for providing students with complete information about post-secondary institutions.

Booklets on Selected Occupations - U.S. Department of Labor. Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, published periodically. Describes careers for: building custodians, cooks and chefs, waiters and waitresses, counselors and placement officers, dental hygienists, dieticians, home economists, librarians and library technicians, mathematicians and related occupations, occupational therapists and physical therapists, psychologists, radio and TV broadcasters, recreation workers, social workers, speech pathologists, and audiologists and teachers (K-12 - university).

Career Development for the College Student. Philip W. Dumphy, Editor. Carroll Press, New York, 1976. $4.75 (paperback). Contains information on career theory, techniques for career implementation, and areas of opportunity. Has individual sections on engineering, business administration, education, nursing, physical education, pharmacy, and liberal arts (sciences, social sciences, and humanities).

Career Education: Agribusiness and Natural Resources Occupations Cluster. Jasper S. Lee. Ohio State University, Columbus, OH. Center for Vocational and Technical Education, 1973. 34 pp. Intended for teachers, counselors, and administrators, this booklet is designed to provide a brief description of the agribusiness and natural resources occupations cluster.

Career Education: A Lifelong Process. Edited by Jack W. Fuller and Terry C. Wheaton. Nelson-Hall Publishers, 325 West Jackson Blvd, Chicago, IL 60606. $18.95. For faculty members, professional career counselors, and students, an anthology of 54 articles by educators and practitioners on the problems of career planning, career-education programs from the elementary school through college, and teacher training.

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Career Education in Colleges: A Guide for Planning Two- and Four-Year Occupational Programs for Successful Employment. Norman C. Harris and John F. Grede. Jossey-Bass Publishers. $15.

Career Education in Community Colleges: A Sourcebook. American Association of Community and Junior Colleges, One Dupont Circle, Washington, DC 20036. $7.50. Describes career education programs at 66 community, junior, and technical colleges nationwide.

Career Index, An Annual Compilation. Chronicle Guidance Publications, Inc., 1977. 154 pp. $10.

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Career Options Series. Catalyst. 140 East 60th Street, New York, NY 10022, 1976. $1.95 each. A series of 12 books designed to help the undergraduate woman prepare for a wide range of career options. They are books offering step-by-step methods for assessing abilities and interests and helpful suggestions for job searching. Information about educational requirements, salaries, employment outlook and the status of women, in addition to case histories of women in each field, is presented in the career books: Have you considered--accounting, banking, engineering, finance government and politics, industrial management, insurance, restaurant management, retail management and sales. In addition, there are two self-guidance books: Planning for Career Options, and Launching Your Career.

Career Planning and Placement for the College Graduate of the 70's. C. Randall Powell. Dubuque, Iowa: Kendall/Hunt Publishing Company, 1976. A guide for people exploring job hunting and career development techniques. Includes sections on careers in marketing and finance. The author is affiliated with the Business Placement Office at Indiana University.

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Career Satisfaction and Success: A Guide to Job Freedom. Bernard Haldane. American Management Association, Inc., 135 W. 50th Street, New York, NY 10020, 1978.

Careers for a Changing World. New York Life Insurance Company, 1976. 13 pp. Free for one copy.

Careers for College Graduates: An Annotated Bibliography of Vocational Materials. Eastern College Personnel Officers, Editor. College Placement Council, Bethlehem, PA, published annually. This bibliography lists materials available for general careers planning. Each annotation gives a brief description without editorial value judgments. It includes listings of national and international directories of organizations that employ college graduates - especially liberal arts candidates. It includes sources for careers in education, careers overseas, and careers for women and minority students.

Careers for College Women: A Bibliography of Vocational Materials. Selected by Georgia P. Watermulder. The University of Michigan, Center for Continuing Education for Women, Ann Arbor, MI, 1968. Specialized listing of occupational materials for educated women.

Careers for the 80's. Christian Science Monitor, 1977. 10 pp. 50¢.

Careers for Students of History. American Historical Association, 400 A Street, SE, Washington, DC 20002. Members $3, non-members $3.50. 70 pp. Describes employment opportunities for historians in government, business and education. Is concerned primarily with alternatives to academic employment.

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Careers for Women in Law Enforcement. International Association of Women Police, 6655 North Avondale Avenue, Chicago, IL 60631. Single copy free.

Careers for Today and Tomorrow. B'nai B'rith Career and Counseling Services, 1977. 15 pp. $1.50.

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College Teaching as a Career. American Council on Education, Publications Department, One Dupont Circle, NW, Washington, DC 20036. Free. Booklet.

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Directions: A Guide to Career Planning. Thomas D. Buchhuber and Richard K. Harwood. Houghton Mifflin Co., 2 Park Street, Boston, MA 02107, 1978.

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Don't Miss Out: The Ambitious Student's Guide to Scholarships and Loans 1978-79. Robert Leider. Octameron Associates, P.O.Box 3437, Alexandria, VA 22302. $1.50.

Educating for Careers: Policy Issues in a Time of Change. Edited by Thomas F. Powers, 215 Wagner Bldg., University Park, PA 16802. $12.50.

Education and Jobs: The Great Training Robbery. Ivar Berg. Praeger Publishers, New York, 1971. Dr. Berg's study, based on extensive data, challenges the conventional assumptions about education. He found that: (1) a growing number of workers have more education than they need to perform their jobs well; (2) salaries are not necessarily closely related to education; (3) an employee's productivity does not vary systematically with his years of formal education; (4) upper and middle-level employees are not the only ones who are overqualified for their jobs; (5) better-educated employees are often rated as less productive; (6) practice of basing teachers' salaries on the credits they earn toward higher degrees actually encourages teachers not to teach since those who feel overtrained tend to seek administrative positions or better-paying jobs in industry; and (7) in the armed forces, high school grads were not uniformly and markedly superior to nongraduates, and training on the job was more important than educational credentials.

Educators Guide to Free Guidance Materials. Educators Progress Service, 1977. 457 pp. $10.75.

The Encyclopedia of Careers. 3rd Edition, 1975. J. H. Ferguson Publishing Co., 111 E. Wacker Drive, Suite 500, Chicago, IL 60601.

Encyclopedia of Careers and Vocational Guidance. William Hopke. Doubleday and Co., New York, 1975, 3rd Edition. Volume I provides information on planning your career. Volume II provides an alphabetical listing of career fields, with detailed analysis of each field.

Experiences of Recent High School Graduates: The Transition to Work or Post-secondary Education. George J. Nolfi, et al. Lexington Books, D.C. Health, 125 Spring Street, Lexington, MA 02173. $17.50. A study of the expectations and experiences of 23,000 students from 1,300 high schools during the two years following high school.

Focus on the Future: Implications for Education. University of Houston, 466 FH, Houston, TX 77004. $6. Ten essays on the future of education, published for the 50th anniversary of the University of Houston.

Health Education As Your Career. American Association for Health, Physical Education and Recreation, 1201 16th Street, NW, Washington DC 20036. Free. Pamphlet.

Higher Education as a Field of Study. Paul L. Dressel and Lewis B. Mayhew. The authors review the state of higher education as a field of study and its prospects. Includes a listing of doctoral programs in higher education as well as a bibliography. Available from Jossey-Bass, Inc., 615 Montgomery Street, San Francisco, CA 94111. $10.95.

Index of Employment Opportunities--Professional Careers Edition. D. R. Goldenson, Princeton, NJ, published periodically. Contains five volumes on opportunities in architecture, design and urban planning, computer sciences, library and information science, paramedical fields and teaching.

INFORM. A publication of the National Career Information Center. Washington, DC: American Personnel and Guidance Association, published monthly except June and July. Address: APGA, 1607 New Hampshire Ave., NW, Washington, DC 20009. A newsletter devoted to careers and the world of work. Includes material on vocational/technical education, career education, and government jobs. A companion document, the Career Resource Bibliography, is also published monthly.

Inside Information: A Handbook on Better Information for Student Choice. Joan S. Stark. American Association for Higher Education, One Dupont Circle, Washington, DC 20036. $12 to Association members, $15 to others. A loose-leaf notebook of ideas from colleges and universities for providing information to students.

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Locating, Recruiting, and Employing Women: An Equal Opportunity Approach. Cecilia H. Foxley, Affirmative Action Officer, University of Iowa. Garrett Park, MD: Garrett Park Press, 1976. A comprehensive report on the availability of women for career positions. Includes information on how to locate qualified women candidates and techniques for insuring equality in hiring and promotion policies. Lists 300 women's organizations with talent banks, equal opportunity laws and regulations, and 600 women's counseling and placement centers. Also includes a model affirmative action plan and an extensive bibliography.

Low Income Students in College and Careers. Ann Stouffer Bisconti. CPC Foundation, P.O.Box 2263, Bethlehem, PA 18001. $7. Observations on the educational and career progress of low-income students who entered four-year colleges and universities in 1961.

Making Vocational Choices: A Theory of Careers. John L. Holland. Englewood Cliffs, NJ: Prentice-Hall, 1973. 150 pp. A theory of careers focusing on vocational problems that occur throughout a person's life: vocational choice, work history, job changes, and occupational achievement. Includes a vocational preference inventory and an extensive bibliography. The book is part of the Prentice-Hall series on counseling and human development.

The Managers: Career Alternatives for the College Educated. Richard J. Thain. College Placement Council, P.O.Box 2263, Bethlehem, PA 18001. $4.95. Details more than two dozen careers in the management field, including accounting, advertising, banking, industrial-relations, marketing, personnel, and small-business administration.

Manpower. U.S. Department of Labor, U.S. Government Printing Office, Washington, DC, published monthly. Reports on manpower and related projects. Lists current publications on other related projects.

A Manual for Students Volunteering. The National Student Volunteer Program, ACTION, Washington, DC. Pamphlet providing ideas on how to start a volunteer program. As such, it includes information on existing programs and points out how to enlarge existing projects.

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The Mobile Professors. David G. Brown. American Council on Education, Washington, DC, 1967. A study of how, where and why college professors move about within the academic labor market. It identifies, describes and evaluates the current procedures by which college teaching jobs are found and filled. The study is based on information supplied by 2,000 college presidents and 13,000 college teachers in their first year with a new employer.

Mobility of Ph.D.'s Before and After the Doctorate. Lindsey R. Harman, Director. National Academy of Sciences, Washington, DC, 1971. Describes the mobility of new Ph.D.'s both internationally and domestically, before and after their doctorates are received. Refers to the social, economic, and occupational mobility trends by fields.

A Model Career Counseling and Placement Program. Designed as a guide for college administrators who seek to establish, improve or evaluate career counseling and placement programs. The authors are Andre G. Beaumont, Managing Director of College Placement Services, Inc.; Alva C. Cooper, Consultant for Professional Development of the College Placement Council; and Raymond H. Stockard, Director of Career Planning and Placement at the University of Rhode Island. College Placement Services, P.O.Box 2322, Bethlehem, PA 18001. $8.75.

The National Career Directory: An Occupational Information Handbook. Barry Gale and Linda Gale. Arco Publishing Co., 219 Park Ave., South, New York, NY 10003. $5.95. Provides sources of information for more than 2,000 careers, ranging from "abstractor" to "zoologist".

National Center for Information on Careers in Education. 1607 New Hampshire Avenue, NW, Washington, DC 20009. The National Center for Information on Careers in Education collects and evaluates existing career materials, generates new materials and serves as a research and central resource center for individuals and groups interested in careers in education or in recruiting within an educational program. The major objective of the NCICE is to affect the quantity and quality of people choosing a career in education as their life's work.

Never Too Old To Teach. Judith Murphy and Carol Florio. Academy for Educational Development, 680 Fifth Ave., New York, NY 10019. $5. A study of men and women over 60 who are teaching in schools, colleges, and education-oriented institutions.

New Roles for Educators. Rita E. Weathersby, Patricia Allen, and Alan R. Blackmer. Harvard Graduate School of Education, Cambridge, MA, 1972. Source book of information concerning the different types of possible careers in education and education-related fields. Explores opportunities in private enterprise, government, schools, non-profit associations, community organizations, research firms, and educational divisions within businesses. Also, describes new educational roles in curriculum development, teacher training, experimental schools, and community work.

Now That I Know Which Way Is Up. Eli Djeddah. Ten Speed Press, P.O. Box 7123, Berkeley, CA 94707, 1976.

Occupational Exploration Briefs. Science Research Associates, Chicago, IL, in series form. Series of briefs on the history, duties, working conditions, qualifications, training program required and employment outlook of selected occupations, including general industrial areas.

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Opportunities in Environmental Careers. Odom Fanning, 1975. 271 pp. Pinpointing disciplines which will be required during the 1970s to solve environmental problems is one of the goals of this career book. Analysis of the manpower demands which will create new job opportunities in environmental management is presented.

Opportunities in Teaching Vocational Agriculture. National Vocational Agriculture Teachers Association, Inc., Box 4498, Lincoln, NE 68504. Free. Pamphlet.

Opportunity for the College Graduate. Richard Clarke Associates, Inc., New York, published annually. Free. Booklet. A handbook of equal opportunity employers.

Overseas Opportunities for American Educators: Perspectives and Possibilities. Lorraine Mathies and William G. Thomas. CCM Information Corporation, New York, published periodically. Describes employment and study opportunities outside the

United States. Part I reflects various points of view on what an individual may give and gain from an assignment as an educator in a foreign environment. Part II includes descriptions of potential educational employment opportunities, a listing of overseas elementary and secondary schools serving American students, and a listing of selected study programs in higher education abroad.

Paraprofessions. Careers for the Future and Present. Julian Messner, 1 West 39th Street, New York, NY 10018. Provides an overview of these new career areas where opportunities should continue to expand in the future.

PATH: A Career Workshop for Liberal Arts Students. Howard E. Figler. Carroll Press, P.O. Box 8113, 43 Squantum Street, Cranston, RI 02920, 1979.

Planning Ahead for the World of Work. Curriculum Materials. Louise Vetter and Barbara J. Sethney. Center for Vocational Education, Ohio State University, 1960 Kenny Road, Columbus, OH 43210. Contains a package of curriculum materials to assist girls in the selection of programs for occupational purposes.

Planning for Career Options. In the Catalyst Series for Undergraduate Women. Hippocrene Books, Inc., 171 Madison Avenue, New York, NY 10016, 1978.

The Professional Education of Teachers: A Humanistic Approach to Teacher Preparation. Arthur W. Combs, Robert A. Blume, Arthur J. Newman, and Hannelore Wass. Boston: Allyn and Bacon, 1974. A monograph dealing with the affective role of the teacher. Characterizes teacher education as an exploration of the "teacher-helper's" beliefs and values concerning the nature of the learning process.

Professional Women and Minorities: A Manpower Resource Service. Betty Vetter and Eleanor Babco. Washington, DC: Scientific Manpower Commission, May 1975. Provides an analysis of sexist staffing patterns in schools and departments of teacher education. Includes a statistical breakdown of the number of women and minority members receiving professional degrees and information on their subsequent employment.

The Professor of Education: An Assessment of Conditions. Ayers Bagley, Editor. Published by the Society of Professors of Education. Minneapolis: College of Education, University of Minnesota, 1975. A study of the educational professoriate. Includes an historical overview of the teaching profession, a critical analysis of schools of education and their faculty, and a presentation of the "social and occupational characteristics" of professors of education. Chapters were originally presented as papers at the Annual Conference of the Society of Professors of Education. Includes a transcript of group discussions held at the conference.

Requirements for Certification. Elizabeth H. Woellner. The University of Chicago Press, Chicago, IL, published annually. Provides a summary of the initial requirements for elementary and secondary school teachers, as well as administrators, guidance counselors, special service personnel, librarians, as well as junior college instructors in all fifty states and the District of Columbia. Requirements for provisional and standard licensing are defined.

Review and Synthesis of Research on Women in the World of Work. Mary Bach Kievit. Center for Vocational Education, Ohio State University, 1960 Kenny Road, Columbus, OH 43210, 1972. 104 pp. $7.00. A critical review of research to date on women and work with suggestions on their changing roles.

The Rhodes Report: Career Opportunity in Education. Educational Services Bureau, Washington, DC, published monthly. Lists and describes fellowships and grants available to individuals applying to graduate programs or continuing education programs.

School Library Media Specialist. American Library Association, 50 East Huron Street, Chicago, IL 60611. Free. Booklet.

Self-Evaluation Career Guide. Ruth Crane and Marcine H. Goad. Pilot Books, 347 Fifth Ave., New York, NY 10016. $3.50. Includes eight tests that students can take to learn about themselves, plus a guide to almost 300 occupations, and the education and training required for them.

Successful Midlife Career Change: Self-Understanding and Strategies for Action. Paula I. Robbins. AMACOM, 135 West 50th Street, New York, NY 10020. $12.05. Includes a chapter on higher education as an aid to re-entry into the labor force, retirement, and career change.

Teacher Education and the New Profession of Teaching. Martin Haberman and T. M. Stinnett. Berkeley, CA: McCutchan Publishing Co., 1973. A description of teacher-training programs in American universities. Includes material on accreditation, certification, and major and minor components of elementary and secondary teacher education programs.

Teacher Retirement Systems. National Education Association. 1976. An alphabetical state-by-state compilation of retirement systems, made according to the system subscribed to by each state: 1) state-wide teachers systems (without social security); 2) state-wide teachers systems (with social security); 3) state-wide public employees systems to which teachers belong (without social security); 4) state-wise public employees systems to which teachers belong (with social security); 5) local teachers systems (without social security); 6) local teachers systems (with social security). Selected local retirement systems are also featured.

Teaching as a Career. American Federation of Teachers, 1042 14th Street, NW, Washington, DC 20005. Free. Booklet.

Teaching Career Development in the Elementary School: A Life-Centered Approach. Walter Wernick. Charles Jones Publishing Co., Worthington, OH, 1973.

Teaching in the Independent School: A Career. National Association of Independent Schools, 4 Liberty Square, Boston, MA 02109. Free. Booklet.

Teaching Overseas - The Caribbean and Latin American Area. Carlton H. Bowyer and Burton B. Fox, Editors. Drake Printers, Tuscaloosa, AL, published annually. Describes bi-national schools in the Caribbean and Latin American areas serving children of the United States, the host country, and other countries. Covers information on the school's characteristics and programs, and living situations in the foreign country.

Thinking About Graduate School, A Planning Guide for Freshman and Sophomore Minority College Students. John H. Walker, III. Princeton, NJ: Educational Testing Service, 1974. Free. Contains information on the types of careers and occupations that people can attain through graduate study. Includes descriptions of disciplines covered by the Graduate Record Examination. Written with the needs of minority students in mind.

Threads: A Tapestry of Self and Career Exploration. Robert S. Barkhaus and Charles W. Bolyard. Kendall-Hunt Publishing Co., 2460 Kerper Boulevard, Dubuque, IA 52001, 1977.

The Three Boxes of Life: And How To Get Out Of Them. Richard N. Bolles. Ten Speed Press, Box 7123, Berkeley, CA 94707, 1978. An introduction to life/work planning.

What Can I Do With a Major in.....? Lawrence R. Malnig and Sandra L. Morrow. St. Peter's College Counseling Center, St. Peter's College, 2641 Kennedy Blvd., Jersey City, NJ 07306. $4.95. A career guide to students, parents, and counselors covering 190 careers and 19 of the most popular majors in schools.

What Color Is Your Parachute? Richard N. Bolles. Ten Speed Press, Berkeley, CA, 1979. Manual giving step-by-step help to individuals seeking a job or career change. Describes practical research findings about the most successful methods for job hunting or career changing.

Where Do I Go From Here With My Life? John C. Crystal and Richard N. Bolles. New York: The Seabury Press, 1978. 213 pp. A life/work planning manual for students, instructors, counselors, and career-changers. The manual is designed to help people make career decisions, and implement those decisions. Includes resume and letter-writing information and a personal lifework planning system. (The book is best read in conjunction with Richard Bolles' What Color Is Your Parachute?--listed elsewhere in this bibliography.)

Whole World Handbook: A Student Guide to Work, Study and Travel Abroad. Marjorie Adolf Cohen and Margaret E. Sherman. New York: Council on International Educational Exchange/Frommer-Pasmantier Publishing Co. (joint publication), 1976-77 Edition. A complete information guide on traveling, teaching, studying, or working abroad. Includes information on high school and college overseas study programs, travel tours, and work opportunities abroad. Contains extensive transportation, health, and financial information for overseas travelers. Includes descriptions of all countries offering work or study programs, as well as a selective bibliography.

Woman's Work Book. Karin Arbarbanel and Connie McClung Siegel. Warner Books, Inc., 75 Rockefeller Plaza, New York, NY 10019, 1977.

Women in Education. Patricia Cayo Sexton. Bloomington, IN: Phi Delta Kappa, 1976. A study of the relationship between schools and the position of women in modern society. Begins with a complete history of the education of women, dating from classical and medieval times, and includes sections on the employment of women in education, "male dominance and school leadership", and education's role in the socialization process. Also has sections on women's studies, continuing education, the law and equal protection, and women in higher education. Women in Education is one of a series of five books published under the auspices of Phi Delta Kappa to celebrate the nation's bicentennial.

Women in Higher Education: A Biographical Inquiry. Patricia Albjerg Graham. ERIC Clearinghouse on Teacher Education, 1974. 12 pp. (ED 095 742). A study of women in higher education, including statistical material on career choice for women and employers' decisions regarding the hiring of women.

Women on Campus: The Unfinished Liberation. New Rochelle, New York: NBW Tower-Change magazine, 1975. A collection of 21 articles that originally appeared in Change magazine. Explores the role of professional women in colleges and universities. Contains an introductory article on the historical development of women's struggles in education, and includes material on affirmative action, discrimination, tenure, and women's studies.

Your Career: How to Plan It, Manage It, Change It. Richard Buskirk. Cahners Books, 1976.

Your Career Selection Guide. Allan B. Goldenthal. Simon and Schuster, New York, published periodically. Lists the aptitudes, special characteristics and academic subjects useful for 110 selected occupations. Also gives brief descriptions of each field.

Your Future as a Teacher of Elementary School Physical Education. American Association for Health, Physical Education and Recreation, 1201 16th Street, NW, Washington, DC 20036. Free. Booklet.

DIRECTORIES AND GUIDES

Accredited Institutions of Postsecondary Education. Sherry S. Harris, Editor. Washington, DC: American Council on Education, 1976-77 Edition. A directory listing accredited institutions, professionally accredited programs, and candidates for accreditation. Prepared by the American Council on Education for the Council on Postsecondary Accreditation.

Accredited Postsecondary Institutions and Programs. Office of Education, Bureau of Higher Education, Superintendent of Documents, U.S. Government Printing Office, Washington, DC, published annually. Lists the institutions and programs accredited by the various regional and specialized agencies recognized by the U.S.Commissioner on Education.

American Art Directory. Jacques Cattel Press, R.R. Bowker Company, New York, 1978, 47th edition, published triennially. $42.50. Extensive lists of the museums, art schools and art associations in the U.S. and Canada. Lists names of officials, data on special collections, memberships, scholarships, fellowships and art schools abroad.

American Artist Art School Directory, 1976-77. Sara Mark. Watson-Guptill Publications, New York, 1977. Lists 1,500 public, parochial, and private schools, colleges, universities, art institutions and workshops. Lists degrees offered and courses available.

American Junior Colleges. Edmund J. Gleazer, Jr., Editor. American Council on Education, One Dupont Circle, Washington, DC 20036, 1971. Public junior colleges, listed by state. Private junior colleges, listed alphabetically by name.

American Library Directory. Helaine MacKeigan. R.R. Bowker Company, New York, published biennially. Lists public libraries, county and regional systems, college and university libraries and private libraries. Provides information on names of key personnel and addresses.

American Universities and Colleges. W. Todd Furniss, Editor. American Council on Education, One Dupont Circle, Washington, DC 20036, 1973. Listing of universities both by state and by field.

The Annual Guide to Graduate Study. Karen C. Hegener, Editor. Peterson's Guides, Inc., Princeton, NJ, published annually. A comprehensive reference guide for graduate schools in the U.S. and Canada.

Annual Register of Grant Support. Alvin Renetzky, Editor. Academic Media, Orange, NJ, published annually. Lists grant programs available from government agencies, foundations and business organizations. Describes the kinds of grants available.

Area Studies on U.S. Campuses. International Council for Educational Development, New York, NY, 1974. Interbook, Inc. This publication lists area programs of study in international education at United States colleges and universities. A complete list of area studies programs at the graduate and undergraduate level is included, as well as a description of the programs.

Awards for Modern Language and Study. U.S. Department of HEW, Institute of International Studies, Washington, DC, published annually. Lists awards for graduates, undergraduates, and faculty members, for the regular academic year and summers.

Barron's Guide to Law Schools. Elliot Epstein, Jerome Shostak and Lawrence Troy. Barron's Educational Series, Inc., New York, 1978. Contains facts on over 100 accredited law schools in the U.S. Includes admission details, courses of study, academic facilities, and extra-curricular activities. Also lists the Bar Admission requirements in each of the 50 states.

Barron's Guide to the Two-Year Colleges. Barron's Educational Series, College Division, 113 Crossways Park Drive, Woodbury, NY 11797, 1975. Two volumes. Description of junior and community colleges, technical-vocational schools, business schools, and 4-year colleges offering 2-year programs. Listed by state (volume 1), and by field/occupation (volume 2).

Barron's Profiles of American Colleges. Barron's Education Series, College Division, 113 Crossways Park Drive, Woodbury, NY 11797. Descriptions of American colleges, listed by state.

The Boarding School Directory of the United States. Educational Bureau, Inc. Edward Keogh Printing Company, Chicago, IL, published annually. Lists general information (addresses, names of directors, number of students, and costs) for elementary schools, secondary schools, summer camps, junior colleges, military and normal schools, nursing schools, remedial and tutoring schools, and special schools for the deaf, the mentally retarded, and the blind, which board students.

Career Guide to Professional Associations: A Directory of Organizations by Occupational Field. The Caroll Press, 4? Squantum Street, Cranston, RI 02920, 1976. Listing of organizations/associations arranged to the classification system published in the Dictionary of Occupational Titles.

The College Blue Book. Christian E. Burckel. The College Blue Book, Yonkers, NY, published periodically, three volumes. Lists the organizations, associations, councils and commissions which individuals interested in higher education can join. Lists the publications of those organizations, according to field of interest and alphabetical order. Also, provides additional information on special degree programs, enrollment projections, accreditation of institutions with special programs, lists of scholarships and fellowships established by philanthropy societies, a reorganization chart of the U.S. DHEW, and a table of standard tests.

The College Guide for Experimental High Schools. Saratoga Springs, NY: The National Humanistic Education Center, 1975. NHEC, 110 Spring Street, Saratoga Springs, NY 12866. 367 pp. A guide to experimental high schools and experimental educational programs at over 1,500 colleges. The National Humanistic Education Center also sponsors a Humanistic Educators Network, which sends educational materials throughout the U.S. and abroad, and provides consultation services to school systems and educational organizations devoted to alternative and innovative education.

Commonwealth Universities Yearbook. The Association of Commonwealth Universities, London, published annually. This reference book provides a guide to universities in Commonwealth countries. The information which is provided includes: characteristics of the teaching and administrative staff, governing body of the school, deans, and administrative officers of the school, building and grounds, library volume, admission procedures, degrees offered, graduate and undergraduate fees, calendar, student residence facilities and organizations, and notes on recent university events.

Comparative Guide to American Colleges: General Edition for Students and Parents. James Cass and Max Birnbaum. Harper & Row Publishers, 10 East 53rd Street, New York, NY 10022, 1973, 6th Edition. Description of colleges and universities, listed alphabetically by name, state, selectivity of enrollments, and degrees offered.

Comparative Guide to Two-Year Colleges and Career Programs. James Cass and Max Birnbaum. Harper and Row, New York, 1976. Provides information on the options open to students who are seeking paths to higher education outside the standard four-year academic pattern. Parts I and II provide descriptive information on two-year colleges. Part III gives descriptive data on four-year schools and programs in the visual, performing, and communication arts.

Comparative Guide to 2-Year Colleges and 4-Year Specialized Schools and Programs. James Cass and Max Birnbaum. Harper and Row Publishers, 49 East 33rd Street, New York, NY 10016. Nonresidential, residential, and specialized schools (programs) are described and listed alphabetically.

Comprehensive Guide to Colleges. Gene R. Hawes. New American Library, 1301 Avenue of the Americas, New York, NY 10019. $7.95. How two- and four-year institutions in the U.S. rate in social prestige and achievement, faculty salaries, student expenses, and admissions standard. A guide to the most education for the least money.

Continuing Directory of New Innovative Schools in the United States and Canada. The New Schools Exchange, 701B Anacapa Street, Santa Barbara, CA 93101, published periodically. An up-to-date directory of innovative schools.

Cowles Guide to Graduate Schools. Robert M. Friedberg and Patricia H. Fink. Cowles Education Corporation, New York, published annually. Institutions are classified by field of study. Information is given on application procedures, admission requirements, calendar, degree requirements, expenses, aid available, enrollments, graduate faculty, accreditation, deans, degree programs, and special interest programs.

Dictionary of Occupational Titles. 4th Edition, 1977. U.S. Department of Labor, Bureau of Labor Statistics, 1515 Broadway, New York, NY 10036.

Directory for Exceptional Children. D. R. Young, Editor. Boston, MA: Porter Sargent Inc., 11 Beacon Street, Boston, MA 02108, published periodically. A comprehensive guide to facilities for the exceptional child. Includes information on private residential day schools, and treatment centers for the emotionally disturbed and socially maladjusted. Also contains listings of state and public school treatment centers, and psychiatric and guidance clinics. Finally, contains listings of facilities for the blind and partially sighted, the deaf and hard-of-hearing, and the speech-handicapped.

Directory for Nonpublic Elementary and Secondary Day Schools. Superintendent of Documents, U.S. Government Printing Office, Washington, DC, published annually.

Directory of Accredited Private, Trade, and Technical Schools, 1975-76. Washington, DC: National Association of Trade and Technical Schools, 2021 L Street NW, Washing-

ton, DC 20036, 1976. 104 pp. A concise guide to over 100 careers ranging from mechanics, appliance repair and computer programming to diamond-cutting, medical technology, dental assisting, and electronics. Contains a state-by-state listing of over 400 accredited schools, and includes descriptions of their courses and admission requirements. Another NATTS publication, Career Shortcut, also gives information on trade and technical schools.

Directory of American College Theatre, 3rd Edition. Prepared for the University and College Theatre Association. Washington DC: American Theatre Association, 1029 Vermont Ave., NW, Washington, DC 20005, 1976. 95 pp. A guide providing information about courses, degrees, enrollments, facilities, and kinds of plays produced at colleges and universities with academic theatre programs.

Directory of American Firms Operating in Foreign Countries. Juvenal Angel. World Trade Academy Press, New York, 1978, 9th Edition. Data on more than 4,500 American Corporations operating overseas. Data arranged alphabetically, with cross-references geographically and by product.

Directory of Engineering College Research and Graduate Study. Washington, DC: American Society for Engineering Education, Publications Sales, One Dupont Circle, Suite 400, Washington, DC 20036, 1976. Provides information on 195 major engineering schools in the U.S., Puerto Rico, and Canada.

Directory of Experiential Education Programs. Western College Placement Association, P.O.Box 36010, San Francisco, CA 94102. Free, number of copies limited. A guide to on-the-job programs offered by selected industrial corporations, government and non-profit employers, two-year and four-year colleges, and technical institutes.

Directory of Federal R & D Installations. National Science Foundation, Washington, DC. Detailed listing of 723 federally-owned and directly-controlled R & D activities. Includes information on their location, size, funding, and major functions and activities.

Directory of Financial Aids for International Activities. Second Edition. Office of International Programs, University of Minnesota, 315 Pillsbury Drive, SE, Minneapolis, MN 55455. $15. Gives detailed information on 231 sources of grants for individuals interested in international projects.

Directory of Information Resources in the United States. National Referal Center, U.S. Government Printing Office, 1974. $4.25. Contains over 1,000 entries of information resources within the federal government.

Directory of Overseas Opportunities for United States Educators. Los Angeles, CA: University of California Press, Moore Hall, 405 Hilgard Ave., Los Angeles, CA 90024, published periodically. A guide to overseas opportunities for Americans in teaching and administration. Includes information on secondary education and higher education.

A Directory of Public School Internships. Washington, DC: National Center for Public Service Internships, Suite 601, 1735 Eye Street, NW, Washington, DC 20006, 1976. Lists public service internship opportunities for the graduate, postgraduate, and mid-career professional.

The Directory of Public Service Internships. Washington, DC: National Center for Public Service Internship Programs, 1735 Eye Street, NW, Washington, DC 20006, published annually. A directory of internships available with public agencies, including non-profit organizations. A companion publication, The Directory of Washington Internships, is also available.

Directory of Schools. Stan Barondes. Dropout Center, Cambridge, MA, published annually. Lists over 1,500 alternative and innovative schools from kindergarten - college.

Directory of Schools, Colleges and Universities of the United Methodist Church. U.M.C., Washington, DC. Provides a list of the elementary schools, junior colleges, colleges, professional schools, and universities related to the Methodist Church. Provides the names and addresses of the schools and major administrators.

Directory of Special Education Personnel in State Education Agencies. Washington, DC: U.S. Office of Education, Bureau of Education for the Handicapped, Department of Health, Education, and Welfare, Washington, DC 20202, published periodically. A listing of recruitment and training personnel in state special education agencies.

Directory of Special Libraries and Information Centers: Special Libraries and Information Centers in the U.S. and Canada, Volume I. Margaret L. Young, et al. Gale Research, Chicago, IL, 1977, 4th Edition. Volume I lists information facilities in U.S. and Canada. Special libraries listed include those in colleges and universities, branches of public libraries (specializing in one group of subjects), company, government and non-profit-sponsored libraries. Volume II lists names and addresses of offices of these information centers.

Directory of State and Local Resources for the Mentally Retarded. U.S. Department of HEW, Washington, DC, 1970. Lists state and local agencies, facilities and other resources which provide service to the mentally retarded.

Education Directory 1975-76. Postsecondary Education. National Center for Educational Statistics. (DHEW/OE), Washington, DC, 1976. 602 pp. This directory lists institutions in the U.S. and its outlying areas offering at least a 2-year program of college-level studies in residence. The information presented for each institution includes the telephone area code and number, the address, the congressional district and county in which the institution is located, the identification code, the fall 1970 enrollment, the sex composition of the student body (men, women, coed, or coordinate), the calendar system, the control of affiliation, and the highest level of offering. Information is also included on types of programs, accreditation, and principal administrative officers.

Education Directory-Colleges and Universities. A directory prepared by the National Center for Education Statistics. Washington, DC: Superintendent of Documents, U.S. Government Printing Office, published annually. A comprehensive guide to colleges and universities in the United States. Lists 3,055 postsecondary institutions and branches in the U.S. in 1975-76, a gain of 17 over the previous year and 219 more than in 1969-70. 1,454 institutions are reported under public control, a gain of one from the previous year, and 1,601 are reported under private control, a gain of 16 over the previous year. The directory also shows a gain of 26 private four-year institutions, and a loss of ten private two-year colleges between 1974-75 and 1975-76.

Educational Directory: Colleges and Universities 1977-78. Arthur Podolsky and Carolyn R. Smith. National Center for Education Statistics, U.S. Department of Health, Education, and Welfare, U.S. Government Printing Office, Washington, DC 20402, 1978. Addresses and administrators of all colleges and universities in the U.S., listed alphabetically by state. Listing of higher education associations.

Education Directory--Education Associations. Superintendent of Documents, U.S. Government Printing Office, Washington, DC, published annually. Lists the names and addresses of administrators in the organizational headquarters of national and regional educational associations, college professional fraternities, honor societies, national recognition societies, state education associations, private educational sponsoring foundations, religious educational associations, and international educational associations. Also, provides an index by subject or topic of interest of the the organization.

Education Directory: Higher Education. National Center for Educational Statistics (DHEW/OE), Washington, DC, published annually. 553 pp. This annual directory lists institutions in the United States and its outlying areas offering at least a 2-year program of college-level studies in residence. The information presented for each institution includes the telephone area code and number, the address, the Congressional district and county in which the institution is located, the identification code, the fall 1971 enrollment, undergraduate tuition and fees, sex of student body, calendar system, control or affiliation, highest level of offering, type of program, accreditation, and principal administrative officers.

Education Directory-Public School Systems. A directory prepared by the National Center for Education Statistics. Washington, DC: Superintendent of Documents, U.S. Government Printing Office, published annually. A comprehensive directory of all local agencies providing free public elementary and secondary education in the United States and its outlying areas. The following information is given for each school system listed: name, mailing address, county, grade span, number of pupils, and number of schools.

The Educational Market Place. McGraw-Hill Book Company. $39.75. Directory of equipment, services, supplies, and other information for teachers and administrators from primary schools to universities. The 24 categories include a listing of architects who specialize in academic facilities, sources of bookstore equipment and supplies, educational films, government programs, etc.

Educational Placement: A Systematic Approach to Obtaining a Teaching Position. Benjamin D. Kronnick. Belmont, CA: Fearon Publishers, 1974. A guide to obtaining a teaching position in a tight, competitive market. Includes chapters on educational opportunities and information, self-assessment, and alternative strategies. Also contains information on state certification, salary schedules, and overseas teaching opportunities. The book concludes with sample letters of inquiry and application, a sample resume, and a selective bibliography. (The author is Director of Educational Placement at the University of California, Riverside.)

Educators' Placement Guide. Phyllis O. Greenfield. National Center for Information on Careers in Education, Washington, DC, published annually. Gives overview of current trends in educational staffing needs. Lists addresses for certification information by state; services of state governments, state education associations, and other major professional and private agencies. Lists independent, federal,

international, and innovative school addresses. Also provides non-teaching career information, including a selected list of education-oriented publishers from the "Literary Market Place", regional educational laboratories, and research addresses.

Encyclopedia of Associations: A Guide to National and International Organizations. 9th Edition, edited by Margaret Fisk. Gale Research Co., Book Tower, Detroit, MI 48226. Volume I, $55; Volume II, $38; Volume III, $48. Contains useful information about national organizations in the U.S., an index for geographical locations and executives, and updated data on new organizations and projects.

Encyclopedia of Associations and National Organizations. Margaret Fisk, Editor. Gale Research Company, Chicago, IL, published annually.

Encyclopedia of Business Information Sources. Gale Research Company, Chicago, IL, 1976, 3rd Edition. Has detailed listing of source and reference data for all major industries and professional societies.

Federal Grants: A Basic Handbook. Association of American Colleges, 1818 R Street, NW, Washington, DC 20009. $7.50 to AAC members, $10 to non-members. Guide for administrators seeking grants for individual research projects, institutional activities, curriculum development, or other programs in higher education institutions. The handbook was prepared by the Association of American Colleges. A companion volume is Directory of Selected Federal Program Officers, which provides the names and telephone numbers of program officers responsible for the funding of federal programs relevant to colleges and universities.

Fellowships Offered by Foreign Governments, Universities, and Private Donors. New York: Institute of International Education, 809 United Nations Plaza, New York, NY 10017, published periodically. Free. A booklet listing fellowship and scholarship programs available from foreign sponsors--governments, universities, and private organizations.

Financial Aids for Graduate Students. Volume II. Lewis D. Hall, Editor. College Opportunities, New York, published annually. Includes information on 8,000 different sources of aid for both colleges and private organizations. Includes data about size of department, degrees awarded, admission requirements, assistantships, scholarships, research capabilities and application procedures.

Graduate and Professional School Opportunities for Minority Students, 1975-77. A research project of the Educational Testing Service, Princeton, NJ. Maryann A. Lear, Project Director. 1975. 246 pp. A book designed to help minority students search for an appropriate advanced degree program. Contains capsule summaries of schools and departments, including data specifically relevant to minority students (minority representation on faculties, minority financial aid programs, etc.). Data was compiled with the assistance of the Graduate Record Examination Board, the Law School Admission Council, and the Admission Council for Graduate Study in Management.

Graduate Programs and Admissions Manual. Princeton, NJ: Educational Testing Service, published annually. A manual prepared annually for the Graduate Record Examination Board and the Council of Graduate Schools in the United States. Provides pertinent information about graduate programs and institutions, including institutional size, academic calendar, financial aid deadlines, departmental size, graduate

programs offered, departmental specialties, etc. The manual is arranged in four volumes, with each volume devoted to a particular discipline.

Graduate Schools of Social Work. Council on Social Work Education, New York, published annually. A directory of accredited schools offering master's and post-master's programs, and new schools working toward accreditation in the U.S. and Canada. Single copy free.

Graduate Study in Psychology. American Psychological Association, Washington, DC, published periodically. Contains information on the graduate programs planned by over 350 institutions in the U.S. and Canada. Includes information concerning program description, admissions requirements, type of financial assistance, and information on the doctoral programs.

Grants and Aid to Individuals in the Arts. Editors of the Washington International Arts Letter, Washington, DC, published periodically. Comprehensive listing of 1,300 sources of financial aid available to individual artists in all arts.

Grants Register 1973-1975. Roland Turner, Editor. St. Martins Press, New York, 1973, published biennially. Lists grants available by subject area to graduates, postgraduates, and faculty through government agencies, international associations, national or private foundations. Over 2,000 grants, scholarships, fellowships, research grants, travel grants, prizes and special awards are listed.

Guidebook to Departments in the Mathematical Sciences. The Mathematical Association of America, 1225 Connecticut Ave., NW, Washington, DC 20036.

A Guide: Planning and Funding International Studies. A publication of the American Association of State Colleges and Universities, Publications Division, Suite 700, One Dupont Circle, Washington, DC 20036, 1976. A booklet offering general guidelines on planning international studies programs and describing over 40 funding sources concerned with international/intercultural dimensions. A companion statement, "The International Responsibility of Higher Education", is also available.

Guide to American Directories. Bernard Klein, Editor. B. Klein and Company, New York, published annually. Provides a guide to the major business directories of the U.S., listing industrial, professional and mercantile categories.

Guide to American Educational Directories. Bernard Klein Publishers, New York, published periodically. Lists over 1,800 directories related to education. Directories are arranged under more than 100 subject headings--including financial aid, institutions offering specific courses and programs (including programs abroad), and education and information associations. Each entry contains the name of the directory publisher, the date of publication, and descriptions of subject matter.

Guide to American Graduate Schools. Herbert B. Livesey and Gene Robbins. The Viking Press, New York. Describes over 600 institutions in the U.S. offering graduate and professional study. Lists academic requirements, standards, enrollment, faculty characteristics, tuition, financial aid opportunities, and available facilities.

A Guide to Canadian Universities. Simon and Schuster of Canada, Ltd., Richmond Hill, Ontario, Canada, published annually. A directory of information regarding

programs, enrollment, size of community, cost, and admission procedures of universities in Canada.

Guide to Federal Career Literature. Superintendent of Documents, U.S. Government Printing Office, Washington, DC, published annually. Reference guide to federal publications from the different governmental departments and agencies. Includes recruiting brochures.

A Guide to Federal Funding in the Arts and Humanities. Issues by the Federal Resources Advisory Service of the Association of American Colleges, 1818 R Street, NW, Washington, DC 20009. $5 to AAC members, $7.50 to non-members. The 21-page guide, keyed to listings in the Catalog of Federal Domestic Assistance, published by the Office of Management and Budget, describes 58 federal programs in the arts and humanities of interest to colleges and universities.

Guide to Financial Aids for Students in Arts and Sciences for Graduate and Professional Study. Aysel Searles, Jr. ARCO Publishing Company, New York, 1974. 2nd Edition. Lists major sources of financial aid for study abroad, professional study in education, law, health, business, social work, and areas of the arts and sciences. Also includes an index of funding for research for the writing of doctoral dissertations and a special section on financial aid for minority groups.

Guide to Graduate and Professional Study, 1977-79. Chronicle Guidance Publications, Inc., New York. Lists (by field of study) colleges and universities offering degree programs beyond the bachelor's level.

Guide to Graduate and Undergraduate Study. Peterson's Guides Inc., Princeton, NJ, 1974. 8 volumes. Lists the undergradute and graduate schools in biological and health sciences; administration, management and architectural fields; social sciences and public affairs fields; arts, languages, communications, library science and speech fields; education and human development fields; engineering and applied areas; and physical science fields. The schools are described by program of study, research facilities, financial aid, costs of study and living, student characteristics, community characteristics, university history, and application procedure.

A Guide to Graduate Study. Jane Graham, Editor. American Council of Education, Washington, DC, published periodically. This reference book is intended to assist the undergraduate in planning academically, financially, and socially to meet the requirements for graduate study. It provides information on those schools with graduate programs, describing: fields of study, Ph.D. programs, general school characteristics, requirements for admission, fees and student aid, and requirements for special programs.

Guide to Local Occupational Information. U.S. Department of Labor, Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, published periodically. A directory of state employment studies which provides local occupational information on designing training programs, and other related purposes. It also lists the occupational guides produced by the states, and guidance publications on selected industries.

A Guide to Professional Development Opportunity for College and University Administrators. American Council on Education, One Dupont Circle, Washington, DC 20036, 1975. $4.00. A guide for administrators in the selection of activities aimed at improving management procedures and staff leadership development.

Handbook of Colleges and Departments of Education. Association of Teachers in the College and Department of Education, Lund Humphries, London, published annually. Lists (by institution) the names and addresses of officers, and describes the situation, accommodations, organizations, activities, courses, ages instructed, subjects taught, and special preparation courses of the teaching-training in England.

The Handbook of Private Schools. Porter Sargent, Boston, published annually. This reference book describes the leading private schools in the United States. Indexed by geographic area, it provdes information on: the address and name of the school administrator, atmosphere of the school, basic character of the school, grades offered, academic orientation, admission requirements, enrollment and faculty characteristics, graduate placement, tuition, summer school programs, plant endowment, school calendar and noted program offerings.

Handbook on Scholarships and Grants. New York: Higher Education Services Corporation, published annually. A guide to scholarships and grants offered by colleges, universities, and private organizations in the New York area. Available free on request to guidance counselors, financial aid officers, or other school or college officials.

Index of Institutions of Higher Education by State and Congressional District. Carolyn R. Smith. National Center for Education Statistics (DHEW/OE), Higher Education Surveys Branch, Washington, DC, published periodically. 55 pp. This index is a companion volume to the Education Directory, Colleges and Universities, published by the Center. The Directory is published annually; the Index is published to reflect the biennial changes in the U.S. Congress. The Index reports the names of the senators, representatives, and other elected officials of the Congress, their states and congressional districts, and each institution of higher education located therein. The Index includes all institutions meeting at least one of the following criteria: (1) accreditation or approval by a nationally recognized accrediting agency, by a state department of education, or by a state university; (2) pre-accreditation status of "correspondent" or "recognized candidate for accreditation" with a designated, nationally recognized accreditation agency; or (3) certification that the institution's credits have been and are accepted for transfer by no fewer than three accredited institutions. The Index does not include other post-secondary schools, such as 1-and 2-year business schools, nursing schools, trade schools, or other institutions.

International Directory for Educational Liaison. A publication of the Overseas Liaison Committee of the American Council on Education. Washington, DC: American Council on Education, 1975. A publication dealing with cooperative educational programs between the United States and foreign countries.

International Directory of Computer and Information System Services. Gale Research Company, Chicago, IL, 1974. 3rd Edition. Alphabetically lists the addresses of all types of EDP agencies.

International Directory of Teacher Associations. Paris France: UNESCO, NGO Room S.388, Place de Fontenoy, F75007, published periodically. A guide to teachers' associations in foreign countries. (Available in most libraries.)

International Education: A Directory of Resource Materials on Comparative Education and Study In Another Country. Lily von Klemperer. Garrett Park, MD: Garrett Park Press, 1975. 202 pp. Contains over 1,300 references to sources of informa-

tion on international education: periodicals dealing with international education, sources of scholarship and fellowship information, and publications dealing with characteristics of educational systems in most countries of the world. Also cites research sources on intercultural adjustment, evaluations of "junior year abroad" and other overseas study programs, and the economic impact of the "brain drain". (The author was formerly Director of Information and Counseling of the Institute of International Education.)

International Handbook of Universities. The International Association of Universities, Paris. Edited by Keyes, et al. 1978, 7th Edition. De Gruyter Publishers. This reference was planned as a companion volume to Commonwealth Universities Yearbook and American Universities and Colleges. It provides detailed information about the universities and colleges not listed in the other two references. The schools are listed alphabetically under the specific country. The information which is provided includes: department heads and administrative officers in each school, history of the school, calendar, admission requirements, fees, language of instruction, degrees and diplomas granted, library volume, museums, publications, size of staff, and student enrollment.

Job Guide to American Corporations. Ernest A. McKay. Macmillan Publishers, New York, published biennially. Describes 260 top U.S. corporations.

Lovejoy's Career and Vocational School Guide. Clarence E. Lovejoy. Simon and Schuster, New York, published biennially. Includes information about private and public vocational schools such as: the courses offered, the length of time required for study, tuition costs, entrance requirements, and certificates or diplomas conferred on completing the course.

Lovejoy's College Guide. Clarence E. Lovejoy. Simon and Schuster, Rockefeller Center, 630 Fifth Ave., New York, NY 10020, 1974. Discussion of college expenses, financial aids, federal aids, and admissions. Listing of professional curricula and the institutions offering them. School descriptions by state.

Mental Health Directory. National Clearinghouse for Mental Health Information, U.S. Government Printing Office, Washington, DC, published annually. Provides a geographical listing, by state, of mental health agencies and services.

Minority Career Guide Series. NCICE, 1607 New Hampshire Ave., NW, Washington, DC 20009. Series includes brochures with these titles: To Teach or Not To Teach, for the young Black community; Teaching: Una Fornade Ayudar, for Puerto Ricans; and Teaching: Una Forma Extra-ordinaria, for Chicanos. Brochures designed to encourage minorities to consider teaching and other areas in education.

Modern Foreign Language and Area Study Fellowships. Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, published annually. Describes programs in the foreign languages by geographic area and academic field where Title VI of the National Defense Education Act grants fellowships. Lists those colleges where the selected programs are available.

National Faculty Directory, 1979, Ninth Edition. Gale Research Co., Book Tower, Detroit, MI 48226. Two volumes. $125. Alphabetical listing of more than 480,000 faculty members in two-and four-year colleges and universities in the United States and Canada.

National Science Foundation Guide to Programs. National Science Foundation. Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, Stock No. 3800-00195. Contains information and criteria for the selections of research projects for the 1975 fiscal year.

The New American Guide to Colleges. Gene R. Hawes and Peter N. Novalis. Columbia University Press - The New American Library of World Literature, Inc. New York, 1977. Lists colleges by state, and describes the addresses, student body characteristics, history, campus life style, faculty characteristics, library volume, costs, degree programs, church affiliations, social characteristics, and admission requirements of the institution.

The New Guide to Study Abroad. John Garraty, Lily von Klemperor, Cyril J.H.Taylor. New York: Harper & Row Publishers, 1975-76. Provides general information on studying or teaching abroad. Describes the programs of foreign universities, including summer programs. Lists possible teaching opportunities abroad, work and travel programs abroad, organizations promoting study and teaching abroad, and American colleges with exchange study-travel programs abroad.

New Horizons in Education. A Pan American Airways publication. Simon and Schuster, New York, 1966. Provides information on foreign study opportunities in higher education in South America. Provides information on school enrollment, courses of study, summer session tuition costs, admission requirements, language of instruction, accommodations, housing costs, and student life.

The New York Times Guide to Continuing Education in America. Frances Coombs Thomson, Editor. College Entrance Examination Board. Quadrangle Books, Inc., 330 Madison Ave., New York, NY 10017.

The Official Museum Directory. American Association of Museums, 2223 Wisconsin Ave., NE, Washington, DC 20007, 1978. National Register Publishing Co. Lists over 6,600 museums in U.S. geographically, with cross-listing by type of museum.

On-Campus/Off-Campus Degree Programs for Part-Time Students. Washington, DC: National University Extension Association, Department G-1, One Dupont Circle, Suite 360, Washington, DC 20036, 1976. A directory of undergraduate and graduate degree programs which can be completed entirely through part-time study at accredited colleges and universities.

Opportunities for Minority Students in U.S. Medical Schools. The Association of American Medical Colleges. Washington, DC: AAMC, published periodically. Provides a brief description of medical schools, and focuses on programs and curriculum, faculty and administration, financial aid, and admission standards.

Opportunities for Research and Advanced Study. Smithsonian Institution, Washington, DC, published periodically. Listing of opportunities arranged by fields of interest: History of science and technology, American history, history of art and music, museum studies, anthropology, evolutionary and systemic biology, environmental sciences and physical sciences.

Patterson's American Education. Norman F. Elliott, Editor. Educational Directories, Mt. Prospect, IL, published annually. Lists by geography the state superintendent of schools; the department's organizational structure; the education associations, such as CESA; and all colleges, public and private schools. A description of the school's characteristics and name of the administrator is included.

Patterson's Schools Classified. Norman F. Elliott, Editor. Educational Directories, Inc., Mt. Prospect, IL 60056, published annually. Lists the name of the school or college, the university of which it is a part, and the name of the dean and other officials. Listings are by selected categories--from agriculture to women's colleges--arranged alphabetically by state and name of school.

Peterson's Guide to Colleges: Northeastern States. Peterson's Guides, P.O.Box 2123, Princeton, NJ 08540. $4.95. Profiles of 309 two- and four-year institutions in seven states, with information about admission costs, visiting hours, travel, and local accommodations.

Peterson's Travel Guide to Colleges: Middle Atlantic States. Compiled by Connie Hinckley and edited by Matthew Cahill. Peterson's Guides, P.O.Box 2123, Princeton, NJ 08540. $4.95. Profiles of 239 two- and four-year institutions in five states and the District of Columbia, with information about admission costs, accommodations, and travel.

Private Foundations and Business Corporations Active in Arts/Humanities/Education. Washington International Arts Newsletter, 1974. Information on 1000 private foundations and 5000 selected typical grants.

Publisher's International Directory. R. R. Bowker Company, New York, published periodically. Includes names and addresses of over 20,000 active publishers in 144 countries.

Research and Training Opportunities Abroad. 1974-75. Higher Education Programs in Foreign Language and Area Studies, U.S.Department of Health, Education and Welfare, Office of Education, Washington, DC, published annually. Describes higher education programs in foreign language and area studies.

Research Centers Directory. Gale Research Co., Chicago, IL, published periodically. A guide to university-sponsored and non-profit research organizations which have research programs in agriculture, business, conservation, education, engineering and technology, government, law, life sciences, mathematics, area studies, physical and earth sciences, social sciences, and humanities.

Research, Study, Travel and Work Abroad--Opportunities and Information for Students and Teachers. U.S.Department of Health, Education and Welfare, Institute of International Studies, Washington, DC, published annually. The material in this pamphlet, compiled by the Institute of International Studies, is based on requests for information by students and teachers concerning research, study, travel, and work abroad. The pamphlet describes government-sponsored opportunities, non-government sources of information, and selected references on work, study and travel opportunities.

Roster of State Directors of Teacher Education and Certification. National Association of State Directors of Teacher Education and Certification, Division of Instruction and Professional Development, N.E.A., Washington, DC, published annually. Provides names, addresses and telephone numbers of the state officers of the state's department of teacher education and certification.

Scholarship Program: Education of Handicapped Children. Washington, DC: U.S. Office of Education, Department of Health, Education and Welfare, Bureau of Education for the Handicapped, published periodically. Contains listings of scholarship programs available in the field of education for the handicapped child.

Scholarships for American Indian Youth. Bureau of Indian Affairs, Department of the Interior, Washington, DC, 1975. Booklet also available from the Division of Public School Relations, 5301 Central Ave., NE, Room 201, Albuquerque, NM 87108. Contains information on federal, state, and tribal aid, as well as college and university scholarships and church and foundation scholarships.

Schools Abroad. F. Porter Sargent, publisher, Boston, published periodically. Describes private elementary and secondary schools and postsecondary special service programs outside the U.S. Provides information on each school, such as: location of the school or program, name and address of the director, program offerings, numerical and international composition of enrollment and faculty, cost accreditation, control procedures, and school calendar.

A Special Guide to Financial Aids Available to Students in Arts and Sciences for Graduate or Professional Study. Office of Career Plans and Placement, State University of New York, Binghamton, NY, 1970. Lists financial aid programs for study abroad, and for study in selected fields: education, law, health-related fields, business administration, and social work. Provides information on special awards for members of minority groups.

The Standard Directory of Advertisers. National Register Publishing Company, Washington, DC, published annually. Lists 17,000 companies, key personnel, advertising agencies, budget and media used. Released as two editions: with the "Classified Edition" listing advertisers by type of business, and the "Geographical Edition" listing advertising companies by state and city.

Student Assistance Handbook. Subcommittee on Education of Committee on Labor and Public Welfare, Superintendent of Documents, U.S. Government Printing Office, Washington, DC, published annually. Lists information by state on student loan programs, federal student aid programs, institutional loan programs, and additional aid programs.

Students Abroad: Semester and Academic Year Programs. Council on International Educational Exchange, New York, published annually.

Study Abroad. United National Educational, Scientific and Cultural Organizations. Available from Unipub, Box 433, Murray Hill Station, New York, NY 10016. $7.50. Directory for the period 1975-77 for scholarships, assistantships, travel grants, exchange programs,, and international courses covering over 100 countries.

Summary of Training Programs: Physician Support Personnel. Division of Manpower Intelligence, National Institute of Health, 9000 Rockville Pike, Bethesda, MD 20014. Free booklet. Lists 110 operational programs to train assistants to primary care physicians, programs training assistants for a specialty, and programs under development. Provides general information about the institution, including financial aid.

Summer Camps and Summer Schools. Porter Sargent, Boston, MA, periodically updated. This reference book provides an objective, comprehensive source for summer academic programs, travel for boys and girls within the United States and abroad, specialized study programs, programs for exceptional and specially-handicapped children, summer camps in the United States and Canada, and other unusual summer programs. For each of these programs, it provides information on the environment, age of the children, fees for the program, emphasis and philosophy of the program, and the address and director of the program.

Summer Study Abroad. 29th Edition. Institute of International Education, Information and Counseling, Box SA, 809 United Nations Plaza, New York, NY 10017. $5. Lists more than 800 foreign-study programs for college students and others.

A Survey of College and University Programs for Indians. Western Interstate Commission for Higher Education, P.O. Drawer P. Boulder, CO 80302. A directory of 99 programs for Indians at 94 institutions of higher education in 28 states.

Teachers' Guide to Teaching Positions in Foreign Countries. Harold E. Dilts and Harold W. Hulleman, Editors. Teaching Positions in Foreign Countries, Ames, IA, published annually. First, provides a list of the agencies and organizations through which teachers can get teaching positions outside the United Steates. Also indicates the areas served by each agency, and lists the personal, professional and application procedures necessary to get served by the agency. Second, gives information on the type of school system in each country, and what qualifications American teachers must have to apply. Third, lists specific foreign schools employing Americans, providing names and addresses for further contact. Fourth, supplies the names and addresses of foreign embassies and legations in the U.S., where more specific information on each country can be obtained.

Teaching Abroad. Marjorie Beckles, Editor. New York: Institute of International Education,, Sales and Correspondence Division, 809 United Nations Plaza, New York, NY, 1974. 68 pp. Lists U.S. government programs abroad, foreign government programs, volunteer opportunities, and private associations and schools. Includes a brief bibliography, and a list of foreign embassy addresses.

The Times Educational Supplement. Times Publishing Company, London, E.C.4, England, weekly edition. Includes a classified listing of overseas teaching positions.

U.S. College-Sponsored Programs Abroad: Academic Year. Edited by Gail A. Cohen. Institute of International Education, 809 United Nations Plaza, New York, NY 10017. $6. A guide to more than 800 credit programs offered in foreign countries by American colleges and universities in academic 1979-80.

U.S. Government Grants for Graduate Study Abroad Under the Fulbright-Hays Act. New York: Institute of International Education, published annually. A free booklet detailing graduate study programs available under the Fulbright-Hays Act (the Mutual Educational and Cultural Exchange Act of 1961).

Universities and Colleges of Canada. Claire Franklin, Editor. Association of Universities and Colleges of Canada, Ontario, Canada, published annually. Lists information on universities and colleges in Canada. Includes material on facilities and services, the academic year calendar, course offerings and degrees, admission requirements, grading systems, and fees and costs. Also lists the names and addresses of university administrative officers and department chairmen or deans. The book also lists associations and agencies related to higher education in Canada.

Universities in the Western World. Paul Seabury, Editor. New York: The Free Press (a division of Macmillan Publishing Co.), 1976. A collection of papers presented by scholars at an international conference on the future of the university, convened by the International Council on the Future of the University (Venice, Italy, October 1973). Publication of the book was supported by the National Endowment for the Humanities.

University Curricula in the Marine Sciences and Related Fields, Academic Years 1973-1974, 1974-1975. Federal Council for Science and Technology, Interagency Committee on Marine Science and Engineering, Washington, DC, 1973. 180 pp. The purpose of this document is to provide students and counselors with a guide to the academic institutions offering courses in the marine sciences.

Urban Internships in Higher Education. Donald G. Zauderer. American Association for Higher Education, One Dupont Circle, NW, Washington DC 20036. ERIC/Higher Education Research Report No. 9. $2.

World Directory of Medical Schools. World Health Organization, New York, 1970, 4th Edition. Lists and describes medical schools, medical education programs, and requirements to practice medicine in countries throughout the world.

The World of Learning, 1978-79, 29th Edition. Gale Research Co., Book Tower, Detroit, MI 48226. Two volumes, $84. International directory of educational, cultural, and scientific resources, with information on 24,000 universities, colleges, libraries, research institutes, and learned societies.

POLICIES AND PRACTICES

The Academic Revolution. Christopher Jencks and David Riesman. Doubleday Publishers, New York, 1977. Provides a sociological and historical analysis of the beginnings of higher education in America. Includes general theory about the development of American society and its colleges. Also discusses and evaluates different types of colleges and their relation to the various special interest groups that founded them. Some of the colleges categorized are those developed for the rich, the upward-bound, the vocationally-oriented, the socially-oriented, and minority groups. Also traces the rise to power of professional scholars and scientists in the university and society.

Action Planning on the Campus. William F. Sturner. American Association of State Colleges and Universities, Suite 700, One Dupont Circle, Washington, DC 20036. $2.50. Concepts related to the management of change in colleges and universities are presented and examined, as well as a model developed by the author.

Adapting Universities to a Technological Society. Eric Ashby. San Francisco, CA: Jossey-Bass, Inc., 1974. An analysis of selected issues in higher education: the duties and responsibilities of professors, the expertise required of administrators, the influence of students, the benefits and dangers of science and technology, and the push toward vocationalism in mass higher education. Author emphasizes that universities must move quickly to meet the needs of a technological society if their traditional concepts are to survive.

Alternative Education. The Best of ERIC Series, Number 11. University of Oregon/ ERIC Clearinghouse on Educational Management, Eugene, OR 97403, 1975 (ED 111 052). Free. A compilation of annotations of some of the literature included in the ERIC system on the topic of alternative education. Instructions are given for ordering the material annotated.

Alternatives for Education. Alternatives for Education, P.O. Box 1028, San Pedro, CA 90733, published monthly. Contains information and commentary on alternative and free schools in the southern California area. Includes accounts of legislation affecting all aspects of alternative education, and articles and announcements of forthcoming workshops, seminars and meetings.

American Academics: Then and Now. Logan Wilson, President Emeritus of the American Council on Education. Oxford University Press, 200 Madison Ave., New York, NY 10016. Presents from a variety of sources a profile of the academic profession.

Annual Annotated Bibliography on Graduate Education. National Board of Graduate Education, Washington, DC, published annually. Provides an annotated summary of the most recent literature on graduate education. The literature reviewed covers administration; faculty tenure and quality; costs of financing higher education; history and development; human resources; instruction and research; student unrest and lifestyles; and recommendations for education in the future.

Black Administrators in Higher Education: Conditions and Perceptions. Robert L. Hoskins. Praeger Publishers, 383 Madison Ave., New York, NY 10017. $20. A report of a one-year study of 457 Black administrators at 66 land-grant institutions.

Black Higher Education in the United States: A Selected Bibliography on Negro Higher Education and Historically Black Colleges and Universities. Compiled by Frederick Chambers. Greenwood Press, 51 Riverside Ave., Westport, CT 06880. $19.95. Theses, dissertations, periodical literature, and books on Blacks in higher education since the Civil War period.

The Campus Resources of Higher Education in the United States of America: A Taxonomy of Types and a Geographical Distribution. Management Division, Academy for Educational Development, 1424 Sixteenth Street, NW, Washington, DC 20036. Single copies available free.

Campus Shock: A First-hand Report on College Life Today. Lansing Lamont. E. P. Dutton, Two Park Ave., New York, NY 10016. $8.95.

A Century of Doctorates: Data Analyses of Growth and Change. National Academy of Sciences, 2101 Constitution Ave., NW, Washington, DC 20418. $10.50. With tables, charts, and graphs, answers numerous questions about people who earned doctoral degrees before 1974.

The Chronicle of Higher Education Deskbook, 1976-77. Corbin Gwaltney, Editor. Washington, DC: Editorial Projects for Education, Inc., 1976. A deskbook of important events and meetings in higher education, 1976-77. Includes a useful section referencing important facts on higher education: costs, faculty tenure, enrollments, etc. Most of the charts first appeared as statistical tables in the weekly issues of the Chronicle. Also contains a list of university presses and a directory of accrediting agencies in higher education.

A Classification of Institutions of Higher Education. McGraw-Hill Book Co., Hightstown, NJ 08520; Manchester, MO 63011; and Novato, CA 94947.

College as a Training Ground for Jobs. Lewis C. Solmon, Ann S. Bisconti, and Nancy L. Ochsner. Praeger Publishers, 200 Park Ave., New York, NY 10017. $17.50. Based on a survey of 12,000 people who were college freshmen in 1961 and have been in the labor force for up to ten years.

College Entrance Guide. Bernice W. Einstein, Editor. Grosset and Dunlap, New York, published annually. Provides a simple, basic general core of information for the high school student interested in the specific degree offerings, programs, admission procedures, entrance requirements, and scholarships in American colleges.

College Student Personnel Services. Edited by William T. Packwood. Charles C. Thomas, 301-327 E. Lawrence Ave., Springfield, IL. $24.75. History, purpose, and method of operation of major college student personnel services from admissions and orientation to the graduation and alumni programs.

Continuity and Discontinuity: Higher Education and the Schools. McGraw-Hill Book Co., New York. A report sponsored by the Carnegie Commission on Higher Education.

The Correspondence Educational Directory, Second Edition, 1979-80. John Harding Jones. Racz Publishing Co., P.O. Box 287, Oxnard, CA 93032. $10. Includes correspondence programs offered by accredited colleges and universities and trade, technical, and professional schools in the U.S., England, Canada, and Australia.

Crisis in the Classroom: The Remaking of American Education. Charles E. Silberman. Random House, New York, 1970. This book is a result of a 3 1/2 year study commissioned by the Carnegie Corporation of New York. It examines the problems that beset American education with empathy for both the teachers and the students. It points to how schools should be changed and what can be done to better the education of educators.

Digest of Education Statistics, 1977-78. W. Vance Grant and C. George Lind. Superintendent of Documents, Government Printing Office, Washington, DC 20402. $4.

Digest of Statistics on Higher Education in the United States, 1973-75/1977-78. Educational Research Division, Teachers Insurance and Annuity Association, College Retirement Equities Fund, 730 Third Ave., New York, NY 10017. Free. Summarizes with tables, information about higher education obtained from the U.S. Office of Education and other public and private educational organizations.

Edcentric. A Journal of Educational Change. Eugene, OR: Center for Educational Reform, Inc., published periodically. Edcentric, P.O. Box 10085, Eugene, OR 97401. A journal providing information on innovative and alternative educational opportunities.

The External Degree As A Credential: Graduates' Experiences in Employment and Further Study. Carol P. Sosdian and L. H. Sharp. Noel Vivaldi, Publications Management Division, National Institute of Education, 1200 19th Street, NW, Washington, DC 20208. Free--send gummed, self-addressed label. Final report of a 1976-77 study to determine the value of external-degree programs.

Grants: Views From the Campus. Published by the Federal Resources Advisory Service of the Association of American Colleges. $10 for AAC members, and $15 for others from FRAS Books, Association of American Colleges, 1818 R Street, NW, Washington, DC 20009. Presents practical advice on obtaining grants by 13 authors experienced in the process on their campuses.

Guidebook for Colleges and Universities: Presenting Information to Prospective Students. Oscar T. Lenning and Edward M. Cooper. National Center for Higher Education Management Systems, P.O. Drawer P, Boulder, CO 80302. $6. Suggests ways to provide information about colleges to prospective students in compliance with the student consumer-information section of the Higher Education Amendments of 1976.

A Handbook for the Lifelong Learner. Ronald Gross. Simon and Schuster, 1230 Avenue of the Americas, New York, NY 10020. $3.95.

Health Manpower: An Annotated Bibliography. American Hospital Association, Chicago, IL, 1976. 44 pp. Divided into two major parts: health manpower and minority groups employment. This annotated bibliography was prepared to assist individuals concerned with developing health occupations programs, those contemplating health careers projects and/or related activities, and those involved in minority group recruitment activities in the health field.

Higher Education in America. Algo D. and Jean Glidden Henderson. Jossey-Bass, Inc. 615 Montgomery Street, San Francisco, CA 94111. $10.95. Deals with the problems, issues and long-run trends in higher education with topics ranging from governance to curriculum in higher education.

How to Plan a College Program for Older People. John Scanlon. Academy for Educational Development, 680 Fifth Ave., New York, NY 10019. $5.

How To Raise Funds From Foundations. Joseph Dermer. Public Service, Materials Center, 355 Lexington Ave., New York, NY 10017. $8.95. Includes sections on types of grants, sources of information about foundations, writing proposals, and interviews.

The Ideal of the University. Robert Paul Wolff. Beacon Press, Boston, 1970. Describes four models for a university - as a sanctuary of scholars, as a training camp for the professions, as a social service station, and as assembly line for establishment men. Analyzes some of the myths of universities - grading and value-neutrality. Presents some thoughts on how a university should be governed - a radical reconstruction based on a social contact, with ultimate authority in the hands of faculty and students.

Independent School Bulletin. National Association of Independent Schools, 4 Library Square, Boston, MA, published quarterly. Professional staff vacancies are listed by member schools.

Learning for Tomorrow: The Role of the Future in Education. Alvin Toffler, Editor. Random House, 201 E. 50th Street, New York, NY 10022. $10.

National Center for Education Statistics: Publications List. Washington, DC: Superintendent of Documents, U.S. Government Printing Office, published annually. A list of reports and studies completed under the auspices of the National Center. Material is organized according to the following categories: general statistics; elementary and secondary education; postsecondary education; and educational technology, libraries, and museums.

Open Doors/1977-78: Report on International Educational Exchange. Edited by Alfred C. Julina, Janet Lowenstein, and Robert E. Slattery. Institute of International Education, 809 United Nations Plaza, New York, NY 10017. $7.50. Tabular material on the number, location, characteristics, and origin of foreign students in U.S. colleges and universities.

Peterson's Annual Guide to Undergraduate Study, 1979. Volume 2: Standardized Test Scores and Majors at 2900 Two-Year and Four-Year Colleges and Universities in the U.S. and Canada. Edited by Karen C. Hegener. Peterson's Guides, 228 Alexander Street, Princeton, NJ 08550. $6.

Private Independent Schools. James E. Bunting. Bunting and Lyon, Wallingford, CT, published periodically.

Professional Women and Minorities - A Manpower Data Resource Service. Scientific Manpower Commission, 1776 Massachusetts Ave., NW, Washington, DC 20036. Comprehensive collection of data and other information on trained human resources in the U.S., delineating the proportions of women and minorities at all educational levels in the natural sciences, engineering, the arts, humanities, education, and the professions.

Professional Women and Minorities. Scientific Manpower Commission, 1776 Massachusetts Ave., NW, Washington, DC 20036. $75. The second edition of this comprehensive study of the professional workforce in the U.S., detailing the participation

of women and minorities in the natural and social sciences, engineering, arts, humanities, education, and all the professions.

Projections of Science and Engineering Doctorate Supply and Utilization, 1970 and 1985. National Science Foundation. Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. $1.30. Projects that research and development jobs will not be available to about one-half of the Ph.D. graduates in science and engineering.

Projects, Products, and Services of the National Center for Educational Statistics. National Center for Education Statistics. Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. $1.75. Contains a listing of all the activities of the Center in all sectors of education.

The Schooling of Native America. Edited by Thomas Thompson. American Association of Colleges for Teacher Education, One Dupont Circle, Washington, DC 20036. $4. Ten essays by Indian educators and scholars on the problems of Indian education, including Native American studies programs.

Special Programs for Minorities and Women in Higher Education. Council for Financial Aid to Education, 680 Fifth Ave., New York, NY 10019. $4. A guide to college and university programs sponsored by corporations and other organizations to train women and minority-group members for careers.

The Way to Win in Graduate School. James W. Cortada and Vera C. Winkler. Prentice-Hall, Englewood Cliffs, NJ 07632. $12.95, hardcover; $5.95, paper. What students should know in advance about grants and fellowships, faculty members, exams, papers, and the graduate-school environment.